

Zoning Confirmation Report

Terms of Reference

1. Description

The purpose of the Zoning Confirmation Report (ZCR) is to identify all zoning compliance issues, if any, at the outset of a *Planning Act* application.

2. When Required

- All zoning by-law amendment applications; and
- All site plan control applications.

3. Contents

The Zoning Confirmation Report comprises two components depending on the type of application submitted:

Component 1 – Zoning Confirmation Report Checklist

Is required for all Site Plan Control applications and all Zoning By-law amendment applications. The intent of the ZCR Checklist is to determine whether a proposal meets the requirements of the Zoning By-law or whether relief is required before the application can be deemed complete. The applicant is required to fill out the ZCR Checklist that forms part of this Terms of Reference.

- ZCR Checklist - Refer to Annex 1

Component 2 – Zoning Confirmation Report Draft List of Requested Relief

Is required for all Zoning By-law amendment applications only and consists of a draft list of requested relief from the Zoning By-law. The intent is for the applicant to ensure that the requested relief is comprehensive, specific and consistent with the rest of the Zoning By-law.

- ZCR Draft List of Requested Relief - Refer to Annex 2

NOTE: The requirements of the two ZCR components may be modified by staff on a case-by-case basis to suit the development.

4. Roles and Responsibilities / Qualifications

A Zoning Confirmation Report must be signed by the applicant or an authorized representative of the applicant.



5. Annex 1 - Zoning Confirmation Report Checklist

A. Project Information			
Review Date:	September 18, 2025	Official Plan designation:	Rural Industrial and Logistics
Municipal Address(es):	2413 Carp Rd.	Legal Description:	5R-11322 Part of the south half of Lot 5, Concession 3
Scope of Work:	Site Plan Control - Heavy Equip. Maintenance Garage		
Existing Zoning Code:	RH (787r)	By-law Number:	2008-250
Schedule 1 / 1A Area:	D-Rural	Overlays Applicable ¹ :	N/A

¹ Mature Neighbourhoods Overlay, Floodplain Overlay, and/or Heritage Overlay.

B. Zoning Review			
For Zoning By-law Amendments, please use the proposed zone and subzone requirements, if different than existing.			
Proposed Zone/Subzone (Zoning By-law Amendments only):			
Zoning Provisions ¹	By-law Requirement or Applicable Section, Exception or Schedule Reference	Proposal	Compliant (Y/N)
Principal Land Use(s)	221 (1) (a)	Maintenance Garage	Y
Lot Width	50 m	80.5 m	Y
Lot Area	8,000 m ²	41,188 m ²	Y
Front Yard Set Back ²	15 m	301.5 m	Y
Corner Side Yard Setback	15 m	N/A	Y
Interior Side Yard Setback	3.0 m	4.9 m	Y
Rear Yard Setback	15 m	175.5 m	Y
Lot Coverage Floor Space Index (F.S.I.)	50%	16%	Y
Building Height ³	15 m	10.6 m	Y
Accessory Buildings Section 55	N/A	N/A	Y



Zoning Provisions ¹	By-law Requirement or Applicable Section, Exception or Schedule Reference	Proposal	Compliant (Y/N)
Projections into Height Limit Section 64	landscaped areas/rooftop gardens/terraces and associated safety guards and access structures, and mechanical and service equipment penthouses, elevator or stairway penthouses are permitted projections	N/A	Y
Projections into Required Yards Section 65	N/A	N/A	Y
Required Parking Spaces Section 101 and 103	Area D: 0.75/100 m ² = 8 spaces	9 spaces	Y
Visitor Parking spaces Section 102	N/A	N/A	Y
Size of Space Section 105 and 106	5.2 x 2.6m	6.0 x 2.8m	Y
Driveway Width Section 107	6 m	> 6 m	Y
Aisle Width Section 107	6 m	> 6 m	Y
Location of Parking Section 109	N/A	N/A	Y
Refuse Collection Section 110	Section 110(3)	Garbage storage provided inside building	Y
Bicycle Parking Rates Section 111	N/A	N/A	Y
Amenity Space Section 137	N/A	N/A	Y
Other applicable relevant Provision(s)			

¹ This template represents a small selection of applicable provisions. Please consider the lot's geography (i.e. corner/through lot, proximity to water, inside/outside Greenbelt) and proposed land use (i.e. drive through operation, outdoor commercial patio, Planned Unit Development, long semi) and consult the by-law to determine which other sections of the By-law must be met. This can be attached in a separate document.

² Note that different performance standards apply to low-rise residential development inside the Greenbelt. Please reference Section 144 for these standards, where applicable.

³ This includes maximum building height, minimum building height and setback provisions, where they exist

E. Comments / Calculations

6. Annex 2 - Zoning Confirmation Report Draft List of Requested Relief from Zoning

As part of a Zoning By-law Amendment application, the applicant is required to identify all required relief from the Zoning By-law for the development that is the subject of the application. Below is an example of how the applicant should structure this component of the submission requirements for the Zoning Confirmation Report Draft List of Requested Relief.

- **The Draft List of Requested Relief from Zoning is a list of those items indicated as “not compliant” as identified through Component 1: Zoning Confirmation Report Checklist.** A template list is provided below, with examples.
- The list is required so that City staff can review the requested relief and determine if the application is complete and consistent. The onus is placed on the applicant to identify all needed relief for the proposed development.
- **A draft zoning schedule is required to be provided with Annex 2, if it is anticipated to be required.** A zoning schedule may be required when specific relief such as for height, setbacks, stepbacks or land uses need to be isolated to certain locations on the lot.

Draft List of Requested Relief from Zoning		
By-law Requirement or Applicable Section	Requirement	Proposed
Ex. Permitted land uses in GM2 (s. 188)	N/A	Museum ¹
Ex. Front yard setback (Table 187)	3 m	2.5 m
Ex. Parking Rate (s. 101)	20 spaces	12 spaces

¹ Only the non-compliant land use(s) needs to be listed in this column.